Boards and Preparing the Board Application

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Board - Boards - Boards and then More Boards

- ✔ **The AMB conducts the following boards for the ASC**
  - ➢ **Acquisition Command Board** **(formerly known as PM boards)**
  - **Competitive Development Group**
  - **Acquisition Education, Training & Experience**
  - **Acquisition Tuition Assistance Program**
  - **Other boards at the request of the Acquisition Support Center**

Application Process

- ✔ **Announcement of opportunity**
  - ➢ **always on AMB web page**
    - **https://www.perscom.army.mil/opfam51/ambmain.htm**
  - **AMB Announcement is the only official announcement**
  - **always open at least 60 days**
- ✔ **Acceptance of applications**
  - **reviewed for content**
    - **Application must be complete at time of submission to PERSCOM**
    - **Incomplete packages are ineligible**
  - **forwarded to ACMs for review and board file preparation**
    - **ACMs *may* contact applicant to provide advice and assistance on some boards**

Your Board Application

- ✔ **Closing Dates**
- ✔ **Application Package**
  - ➢ **ACRB**
  - **Resume**
  - **Performance Appraisals/Support Forms**
  - **Senior Rater Potential Evaluations**
  - **Including Other Information**

Importance of What You Submit

- ✔ **ACRB**
  - ➢ **Data**
  - ▯ **Tied to Resume**
- ✔ **Evaluations**
  - ▯ **Your Input**
  - ▯ **Supervisory/Senior Rater Input**
- ✔ **Senior Rater Potential Evaluation**
- ✔ **IDP**

How Does It Relate?

For update instructions access the WEB at
https://rda.rdaisa.army.mil/cappmis/acrb_ins/

SECTION I - CURRENT POSITION DATA

TITLE

CATEGORY

AAC CERT LEVEL REQ

COMMAND

PERSONNEL OFFICE

ACQ POSITION TYPE

APL NUMBER

SECTION III – ACQ CORPS DATA

SVC COMP D ACCESSION DATE	AAC MEMBER	AAC
CDG YEAR ACQ EXP	AAC CAREER FIELD	MONTHS OF
CAP STATUS	AAC CERT LEV REQ	AAC RESERVE
DATE ENTERED PRESENT POSITION		5-YR REVIEW DATE

SECTION IX - ASSIGNMENT HISTORY

FROM	MO	ORGANIZATION	LOCATION	COMMAND	DUTY TITLE	SERIES	GRADE	APC	SUPVR
07/25/2002	0	USA HQ COMM ELCT COM	FT MONMOUTH, NJ	CECOM	LOG MGT SPEC	0346		L	N
06/21/2002	0	704 MI BDE FORSCOM	FT MCPHERSON, GA	INSCOM	TEST POSITION				N
06/21/2002	1	CONTRACT SUPPORT OFFICE	FT LOST VA	RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
02/01/2002	0	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N
01/01/1999	36	CONTRACT SUPPORT OFFICE		RETIRE	CONTRACT SPECIALIST	1102	GS-11	C	N

How Does It Relate?

- ✔ Your Awards can be expounded upon in your Resume

SECTION VIII - AWARDS	
ON THE SPOT CASH AWD	08/09/2002

- ✔ Resume Content…….

On-the-Spot Awd for saving $3.5M on the Underwater Mess Kit Program

How Does It Relate?

- ✔ **Training, Experience and Certification go hand-in- hand**

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SECTION VI - ACQ/LEADER TRAINING

COURSE	DATE
CON 101-BASIC OF CONTR (LOWR	08/07/1992
CON 104-CONTRACT PRICING	02/01/1984

SECTION X - CERTIFICATIONS/LICENSES

Career Field	Career Level	Date Cert
Contracting	2	01/01/2002

ACRB- Acq/Leader Training

- ✔ **Include all DAU training**
  - ➢ **Resident & Non-resident**
- ✔ **Include Military leader training**
- ✔ **Include AMSC/ SBLM**
- ✔ **Do NOT include non-acquisition/non-leader training**

SECTION VI - ACQ/LEADER TRAINING

COURSE	DATE

ACRB - Assignment History

- ✔ Check dates against Resume
- ✔ Only claim APCs when the position is TRULY acquisition
- ✔ Use meaningful Duty Titles

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Resume

- ✔ **Format based on feedback from board members and applicants**
- ✔ **Format**
  - ➢ **FOLLOW PRESCRIBED FORMAT EXACTLY – Failure to follow format will result in being ineligible**
  - **Each job description may only be 15 lines**
  - **No separate education or awards**
    - **Include in work description**
  - **Dates MUST match ACRB**
- ✔ **Emphasize what you did - - not what you were "responsible" for**
  - **Leadership positions**
  - **Key duties related to people and materiel**
  - **If you were board selected for PM, say so**
  - **If you're working on an advanced degree, say so**
  - **Don't copy your job description**

Board Resume Pet Peeves

- ✔ **Incorrect Formatting – Cause for a rating of Ineligible**
  - ➢ **Ensure that you follow the prescribed format exactly. Board members have validated that this format works the best. Failure to follow instructions will mean you are declared ineligible for consideration. Don’t add or delete required information.**

- ✔ **Spelling Errors, Typos and Poor Grammar**
  - **You want to use spell check, but that won't catch every mistake. “Manger” is a correctly spelled word, but it means something very different from “Manager.” Be sure to pay close attention to those buzzwords related to your field.**

Resume Pet Peeves

- ✔ **Too "I'm responsible for" - Oriented**
  - ➢ **If you're using your job description, you're missing the point of your resume. Board Members already know what the job is and what you're responsible for; your resume should highlight your accomplishments in that position.**

- ✔ **Inaccurate/ Dates**
  - **Board Members need to know when you worked where to get a better understanding of your working history. Missing and/or inaccurate dates could send up a red flag.**
  - **Include specific ranges in months and years for every position. If you have gaps, explain them.**

Evaluations

- ✔ You have input to your evaluation - - make it meaningful
- ✔ Work with your supervisor/manager/senior rater to avoid “cookie-cutter” comments.
  - ➢ Comments that are the same year after year send negative messages to the board
- ✔ Ensure that you provide the “cleanest” copy in your application
- ✔ Explain dates that don’t run concurrently
- ✔ Include OERs and evaluations from private industry if appropriate
- ✔ Make sure you provide the complete evaluation

SRPE Pointers

- ✔ **Instructions are available**
  - ➢ **Typed**
  - ▯ **ORIGINAL SIGNATURES!**
- ✔ **Rate Each element**
  - ▯ **Don’t use “N/A**
- ✔ **A valid profile is required to determine an individual’s potential to succeed.**
- ✔ **Profile needs to be supported by comments**

SRPE Pointers (continued)

- ✔ **Unclear messages on potential force board members to interpret**

An overall rating of 1, with senior rater comments that do NOT support that overall rating, severely weakens the strength of the rating

On the surface, these comments seem appropriate, however; they address the employee's performance and do not provide the board with a clear signal as to the employee's potential.

R.

OVERALL POTENTIAL RATING	SENIOR RATER PROFILE
X 1	3
2	10
3	17
4	
5	

AAC Form 1 (Block R)

S. BULLET COMMENTS (potential)

- Good worker
- Competent employee
- Exceptional

AAC Form 1 (Block S)

SRPE Pointers (continued)

An overall rating of 2 is not supported by the Bullet Comment of "My best employee." Other comments also seem inconsistent with the overall rating.

Profile indicates that employee's potential is average compared with other employees of the same grade, yet comments seem to point to an employee with exceptional potential.

R.

OVERALL POTENTIAL RATING	SENIOR RATER PROFILE
1	3
~~2~~	10
3	17
4	
5	

AAC Form 1 (Block R)

S. BULLET COMMENTS (*potential*)

- My best employee
- Will excel in positions of greater responsibility and authority
- *Outstanding potential for SES, groom* now by selecting for difficult/ challenging assignments
- Has the ability to bring teams together then get the job done

AAC Form 1 (Block S)

✔ **Ensure comments support rating**

Your Board File –What the Board Sees

- ✔ **ACRB**
  - ➢ **Updated**
- ✔ **Appraisals**
  - **Include support(ing) forms**
    - **Check for Completeness**
    - **Signatures**
    - **Overall Rating**
    - **Senior Rater comments**
  - ➢ **Length**
- ✔ **Senior Rater Potential Evaluation**
  - ➢ **Required for GS13 & above**
  - ***Recommended*** **for others**
- ✔ **IDP (for training boards)**

Board Process

- ✔ **Members**
  - ➢ **recommended by ACMs/Assignment Officers**
  - **from diverse backgrounds**
  - **from many locations/ organizations**
  - **civilian and military**
- ✔ **Briefings**
  - **informational**
  - **file content**
- ✔ **Voting**
  - **confidential**
  - **based on word-picture**
- ✔ **After Board**
  - **report to convening authority**
  - **list approval/release**

Upcoming Opportunities!

- ✔ **PM Boards**
  - ➢ **Announcement – Available o/a 15 August 2003**
- ✔ **AET&E**
  - **Announcement – Early Fall**
- ✔ **ATAP**
  - **Announcement – Early Fall**

General Board Tips

- ✔ **Always submit your application in sufficient time to be at PERSCOM by the closing date**
  - ➢ **Double check for completeness to include all required signatures**
- ✔ **Application packages for other boards are basically the same as for PM**
- ✔ **Specific requirements are always outlined in the announcement**
- ✔ **Work with your ACM prior to submission of your application to ensure your application is complete**
- ✔ **Don’t add additional papers to the application**

Questions